

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)

Frequently Asked Questions Planning Grant

What is the purpose of the HMEP grant?	Federal Hazardous Material Law authorizes the U.S. Department of Transportation (DOT) to provide assistance to public sector employees through training and planning grants. The purpose of the HMEP grant program is to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents; enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA); and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. This is a performance-based grant that builds on and supports accomplishments of long-term goals and objectives.
Who decides how much funding California receives for the HMEP grant?	OES submits to U.S. DOT a request for a continuation grant on a yearly basis. U.S. DOT, who sets the amount of funding for each state or territory, approves the amount of the award issued to the State of California. Amount of award received is determined by (1) number of 302 facilities filing in the state, (2) population, and (3) highway miles within the state.
How much funding does each region get?	Each region in California has unique risks associated with them. OES has decided to have the local agencies submit applications to the LEPC's for review and prioritizing, taking into consideration that larger sums may be necessary in specific areas with the greatest need. There are certain geographical areas that are of particular concern, especially considering transportation-related risks.
What is the final date for completed applications to be submitted for consideration and approval to the Grant Administrator?	August 15th of every year is the final date applications are accepted for review to obtain grant funding.
What kinds of projects are funded?	Development, improvement, and implementation of emergency plans, as well as exercises that test the emergency plans, hazards analysis, response procedures for emergencies involving

transportation of hazardous materials (including radioactive materials), needs assessment for regional hazardous materials emergency response teams, assessment of local response capabilities, conducting emergency response drills and exercises associated with emergency preparedness plans.

Are performance reports and invoicing required?

Yes. The HMEP grant is based on performance. Performance reports are a means in which OES has of ensuring that the projects are kept on schedule; are within the parameters that OES approved; and to ensure that no problems with the project have surfaced. If expenditures occurred during a quarterly reporting period, Project Managers must prepare and submit an HMEP Reimbursement Form which can be obtained in the HMEP Grant Guide.

When are the reports required to be submitted?

Performance Reports are required to be submitted by the 15th day following the end of each quarter. Reimbursement Requests can be submitted at least monthly. All approved projects must invoice by submitting a Reimbursement Request Form by the end of the second quarter.

What are the quarters?

The quarters are based on a Federal Fiscal year. They are as follows:

First Quarter	October 1 st through December 31 st
Second Quarter	January 1 st through March 31 st
Third Quarter	April 1 st through June 30 th
Fourth Quarter	July 1 st through September 30 th

When do we get reimbursed for our expenditures?

Once OES receives your Request for Reimbursement it is processed through to our department's accounting office. From there, a request is submitted, at least monthly to U.S. DOT to have funds forwarded to the State Controller's Office. Local agencies get reimbursed from the State Controller's Office. The process normally takes a total of six weeks from the time it is received by OES. Project Mangers must ensure that invoices are added up correctly, that HMEP share and match share are correct, and that substantiation has been attached.

Who can we contact if we have questions?

You can contact your LEPC Support Staff or the HMEP Grant Administrator, Diana Melroe at (916) 845-8778
